



FEW

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*Working for
the advancement
of women
in government*

FEDERALLY
EMPLOYED
WOMEN

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February 6, 2008

SUSPENSE: *Postmarked no later than April 7, 2008*
**CALL FOR 2007 FEW National Training Program and Retiree
Scholarships**

Dear Regional Managers/Chapter Presidents:

The National Scholarship Committee is currently accepting applications for the 2007 National Training Program (NTP) and Retiree Scholarships Programs for the Federally Employed Women (FEW). The NTP scholarship program provides an opportunity for deserving individuals to participate in the NTP who might not otherwise be able to attend. Each member who meets the requirements is encouraged to submit an application for a scholarship.

Applications must be postmarked by April 7, 2008. The scholarship criteria, forms, and submission procedures are posted on the FEW web site at www.few.org, click on the menu button on the left of the home page under Scholarship - NTP/Retiree. Additional information can be found in FEW's National Policy and Procedures Manual (NPPM), Part Three - Activity and General Procedures, in the National Training Program Scholarship Section or at www.few.org and click on the menu button for Publications on the left of the home page for more information.

All application packages **MUST BE SUBMITTED** in accordance with the NPPM procedures and applications **must meet ALL of the following requirements** or they will not be considered:

NTP General Scholarship To qualify for this Scholarship, you must meet the following criteria:

- An individual employed at the salary equivalent of a GS-09 or less,
- Must have been a regular member of FEW for at least one year,
- An active officer, committee chair or member participating in meetings, programs, etc., of a chapter; or a member-at-large that actively supports or participates in FEW activities,
- Not been a NTP scholarship recipient in the past three years,
- You must use the Official NTP Scholarship Forms,
- Postmarked NO LATER THAN **April 7, 2008**,
- Applicants must meet all eligibility requirements by the postmark deadline (as stated),
- Include all required supplemental material , and

- Mail each member of the National Scholarship Committee one copy of each application form and other documentation

NTP Retiree Scholarship To qualify for this Scholarship, you must meet the following criteria:

- A regular member of FEW for at least five years prior to retirement and have maintained continuous membership since retirement,
- An active member continuing to participate in FEW activities at chapter, region and national level or, if a member-at-large, support or participate in FEW activities,
- Not been an NTP scholarship recipient in the past three years,
- You must use the Official NTP Scholarship Forms,
- Postmarked NO LATER THAN **April 7, 2008**,
- Applicants must meet all eligibility requirements by the postmark deadline (as stated),
- Include all required supplemental material, and
- Mail each member of the National Scholarship Committee one copy of each application form and other documentation

The committee will analyze the applications using the ranking worksheets. Applicants must score a minimum of 15 points to be eligible for a scholarship. Incomplete applications **will not be considered**.

Applicants must submit packages NLT April 7, 2008 to the following (**One copy** of each application package to)

Georgia A. Thomas
National Scholarship Chair
5923 Lattimer Dr
Houston, TX 77035

Jan Castor
737 Beyer Way
San Diego, CA 92154

Darlyn Robinson-Boyd
12125 E. Outer Drive
Detroit, MI 48224

Rhonda Smith
10117 Whipps Mill Rd
Louisville KY 40223

If you have questions or need additional information, please contact me or one of the following members of the National Scholarship committee:

- Georgia Thomas at (713) 209-3814 or email georgia.a.thomas@irs.gov
- Jan Castor at (619) 690-0430 or email castorjc@cox.net
- Darlyn Robinson-Boyd at 313-234-1846 or email :Darlyn.Robinson-Boyd@irs.gov
- Rhonda Smith at (502) 287-6221 or email: Rhonda.L.Smith@insightbb.com

Scholarship winners will be recognized at the 2008 National Training Program in Anaheim, Orange County, CA.

Below are the NTP and Retiree applications taken from the NPPM for those without internet access.

Thank you.

/s/s/

Georgia

EXCERPT FROM FEW'S NATIONAL POLICY AND PROCEDURES MANUAL

Collegiate SECTION
Pages 140 149



FEDERALLY EMPLOYED WOMEN

**NATIONAL POLICY AND PROCEDURES MANUAL
2007 EDITION – Revised August 2007**

NATIONAL TRAINING PROGRAM SCHOLARSHIP

I. NATIONAL

A. POLICY

FEW will recognize through annual scholarship programs individuals who best exemplify the group to which the organization's training is directed. One program will award scholarships to FEW members, with competition being across the entire membership. The other program will award a scholarship to a retiree(s) who has been a FEW member at least five years before retirement and has maintained continuous membership. A scholarship may not be awarded to any individual, through either program, more than once in any three-year period. The number of scholarships to be awarded each year will be in accordance with what has been approved within the national budget for that year.

B. PROCEDURES

1. A three-member Scholarship Committee will be appointed by the National President at the first Executive Committee meeting of the fiscal year. The Awards Chair will serve as an ex officio member of the committee.

2. Application solicitation listing criteria and application procedures will be announced in *FEW's News & Views*; this information, along with the application, will be posted on FEW's website. In addition, the national office contracted administrative staff, upon request, will supply application forms shown on the following pages.

3. All applications must be postmarked no later than April 7 of each year.

4. Applicants must meet all eligibility requirements by the postmark deadline.

5. Applications (and supplemental materials) must be mailed to the Scholarship Committee Chair and to each committee member. The committee will analyze the applications using the ranking worksheets shown on following pages. Applicants must score a minimum of 15 points to be eligible for a scholarship.

6. The following factors will be considered:

- a. Self-education and community activities
- b. Support of the goals of FEW and/or the Federal Women's Program
- c. Impact of attendance at NTP on career/retirement
- d. FEW experience/activities

7. In case of a tie, attendance at one or more previous NTPs will be the determining factor. Preference will be given in the following order: 1) applicant paid own expenses to attend an NTP;

2) Applicant has never attended an NTP; and 3) applicant's agency, company, or FEW paid applicant's expenses to attend an NTP.

8. The committee will submit its recommendations to the National Executive Committee who will determine the final selection no later than the spring meeting each year.

9. Announcement of the winners will be made telephonically by the National Scholarship Chair immediately following the spring Executive Committee meeting to ensure sufficient time is available to make travel plans. The National Scholarship Chair is also responsible for informing each Regional Manager and the NTP Chair of the winners. The winners will be briefed on information concerning hotels, airline reservations, and that these expenses will be charged to the national office account. They will also be briefed on how to submit their NTP Registration forms and selection of their workshops in accordance with procedures coordinated with the NTP Chair. The National Scholarship Chair also has the responsibility of sending a letter to each winner.

10. Further announcements will be published in the special NTP edition of *News & Views*, and the winners will be recognized at both the NTP General Membership Meeting, and the NTP Awards Ceremony where they will receive certificates. The Chair of the Scholarship Committee is responsible for these announcements and for obtaining and presenting the certificates.

11. The Scholarship Chair, in coordination with the NTP Committee, will arrange for reserved seating at each of the general sessions (i.e., the opening session, banquet, luncheon, breakfast, etc.), issue an invitation to the VIP Reception, and advise the winners of the special seating arrangements prior to their arrival at the NTP.

12. The Chair of the Scholarship Committee will acknowledge receipt of each application; notify ineligible applicants and provide the reason for the ineligibility; and notify each non-winner immediately after Executive Committee approval of the winners.

13. Each NTP Scholarship includes: 1) registration fee to the NTP; 2) round-trip airfare from the nearest major city at the coach rate; and 3) hotel accommodations as designated on the current-year NTP Scholarship application.

a. If the recipient wants to travel to the NTP by other than airline, the Finance Chair must be informed in advance. Travel by personal vehicle would be reimbursed at the business-standard mileage rate established by the Internal Revenue Service, not to exceed what the lowest airline cost would have been.

b. No other travel, lodging, meal, parking, or incidental expenses will be paid on behalf of or reimbursed to the scholarship winner. For example, FEW will not reimburse scholarship recipients for hotel accommodations for the number of nights specified on the application form for the NTP year, early or late check out fee, or extended stays. Any additional expenses charged to the room such as movies or internet charges, room service or restaurant costs, and other hotel services such as use of the business center or fitness room, telephone calls, rental expense (e.g., microwave or refrigerators), and telephone calls or tips will not be reimbursed.

14. Scholarship recipients are expected to attend the General Membership Meeting, all scheduled workshops, and at least the Friday portion of the Board of Directors' Meeting. (The six-night hotel accommodations are funded specifically for this purpose.)

15. FEW will reimburse the scholarship recipients in the event out-of-pocket tuition/registration was paid by the recipients prior to receiving notification of selection for the scholarship.

C. PROCEDURES APPLICABLE TO THE REGULAR NTP SCHOLARSHIP AWARD

Applicants must meet the following criteria as of the application postmark deadline of April 7th:

- a. An individual employed at the salary equivalent of a GS-9 or less.
- b. A regular member of FEW for at least one year.
- c. An active officer, committee chair, or member participating in meetings, programs, etc., of a chapter; or a member at large actively supporting or participating in FEW activities.
- d. Must not have been an NTP scholarship recipient in the past three years.

D. PROCEDURES APPLICABLE TO THE NTP RETIREE SCHOLARSHIP:

Applicants must meet the following criteria as of the application postmark deadline of April 7th:

- a. A member of FEW for at least five years prior to retirement having maintained continuous membership since retirement.
- b. An active member continuing to participate in FEW activities at chapter, region, and national level or, if a member at large, supporting or participating in FEW activities.
- c. Must not have been an NTP scholarship recipient in the past three years.

II. REGIONS

Not applicable.

III. CHAPTERS

Not applicable.